

LIVINGSTON PARISH HOME RULE CHARTER SECTION 2-7(G)

The council shall provide by ordinance a procedure whereby interested persons shall be given an opportunity to be heard at council meetings on any matter relating to parish government.

LIVINGSTON PARISH CODE OF ORDINANCES

SECTION 2-07. Council meetings and rules.

- D. All meetings of the Council and its committees shall be open to the public in accordance with the provisions of general state law.
- G. The Council shall provide by ordinance a procedure whereby interested persons shall be given an opportunity to be heard at Council meetings on any matter relating to parish government.

SECTION 2-3. Same—Agenda of meetings.

- (a) The Parish Council will only hear and discuss matters which are properly listed in detail on the agenda.
- (b) The agenda may only be lifted in cases of an emergency. A unanimous vote of the membership is required to lift the agenda.
- (c) Interested persons shall be given an opportunity to be heard at Council meetings on matters relating to Parish government by including the following item on each and every regular meeting of the said Council:
 - (1) Public input. Anyone wishing to address agenda items, with a time limit at the discretion of the Council chairperson.

(Code 1983, § 2-2.1; Ord. of 2-14-1984, §§ 1—3; LPO 96-02, 2-27-1996; LPO 96-03, 2-27-1996; LPO 08-24, 5-8-2008; LPO 16-18, 6-9-2016) State law reference(s)—Authority for above, R.S. 42:4.7.

Livingston Parish Council Guidelines for Public Comment and Public Hearings to implement rules for orderly conduct of its meetings and participation by the audience are as follows:

The chairman of the Livingston Parish Council shall have the authority to limit public discussion on any topic to provide for order at meetings and request those speaking not to be repetitious.

All members of the public will be asked to turn off their cellular phones, two way radios, pagers or other such communication devices during the course of the meeting.

Public comment will be restricted to the subject matter addressed on the agenda. In the event that the agenda is amended during the meeting by unanimous vote, the public shall be permitted to comment at that time, prior to the Council acting, since the item was unknown at the beginning of the meeting.

Persons wishing to address the Livingston Parish Council shall complete a speaker's request form which will be available at a designated area in the Council chambers or may be obtained online by visiting www.livingstonparishcouncil.com :

- All cards must be filled out in its entirety and submitted before the Council meeting begins. The chairman shall have the authority to allow acceptance of speaker's request forms after the meeting has begun. The chairman may wish to have a time limit implemented once the meeting begins for those who have not submitted their Public Input cards.
- If an individual is running late or they may know in advance that they will be late to the meeting, they may contact the Office of the Livingston Parish Council at (225)686-3027, Monday through Thursday from 7:00 a.m. to 5:00 pm., to advise their status and their request will be submitted to the chairman thereafter. In addition, a speaker's request form may be obtained and filled out prior to the meeting for submission by visiting the Livingston Parish Council's website at: www.livingstonparishcouncil.com .
- The cards will be collected by the Council clerk and/or the Deputy clerk(s) and submitted in numerical order of the agenda items to the chairman prior to the Pledge of Allegiance.
- When that agenda item comes up and the speaker's name is called, they shall approach the podium and speak directly into the microphone. The speaker will state their name and address for the record.
- Each public speaker shall be limited to four (4) minutes per agenda item during the Public Hearing.
- Thereafter, during the meeting, each public speaker shall be limited to (2) minutes per agenda item during the meeting to ensure that everyone who wishes to have Public Input will be heard.
- The chairman shall indicate to the speaker when his/her time limit has expired.
- Only the individual whose name is listed on the speaker's request form is authorized to address the Council during that allocated time. No one shall relinquish their time to another individual or substitute speakers. If the person who signed in to speak does not address the Council when his or her name is called, the chairman will have the discretion to move to the next person or agenda item who wishes to speak under Public Input.
- The chairman or the presiding officer may determine and grant additional time to allow someone to speak under Public Input at his/her discretion.



**LIVINGSTON PARISH COUNCIL
(SPEAKER’S CARD)**

*ONCE COMPLETED,
THIS CARD BECOMES A
PUBLIC DOCUMENT*

NAME: _____
(PLEASE PRINT)

COUNCIL MEETING DATE: _____ AGENDA ITEM: _____ (Example: 7a)

- ☐ I am in **SUPPORT** of this item
- ☐ I am **AGAINST** this item

ADDRESS: _____

****PLEASE READ ALL RULES BELOW****

- All cards must be filled out in its entirety and turned in **BEFORE the meeting begins (6:00pm)**
- Each card must personally be filled out by the speaker. No person(s) may reserve speaking time or submit a comment card on behalf of another, except on behalf of a person who is present in the Council Chambers but otherwise incapable of completing and submitting a comment card.
- When your name is called, approach the podium and speak directly into the microphone. First, **state your name and address**
- Each public speaker shall be limited to four (4) minutes per agenda item, although the presiding councilmember (or chair) on a particular agenda item may grant additional time for a speaker to respond to questions and/or to address matters of concern.
- If you wish to speak on an item that are you not signed up for, you will have two (2) minutes to speak.



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(SPEAKER’S CARD)**

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NAME: _____
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